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**Associate Director of Development**

**School of Nursing**

The Wisconsin Foundation and Alumni Association (WFAA)\*, the private fundraising and alumni relations organization for UW-Madison, is recruiting for an Associate Director of Development that will have primary responsibility for qualifying major gift and planned giving prospects, and soliciting leadership annual gifts for the University of Wisconsin-Madison School of Nursing.

Established in 1924, the University of Wisconsin-Madison School of Nursing has a long and distinguished history as a national leader in nursing education and research and innovative practice models leveraging technology to support and improve human health. As a “top 20” school and the leading nursing research institution in Wisconsin, the School of Nursing plays a crucial role in the state’s health care system. As an integral academic partner situated in the University’s health sciences sector of campus along with the School of Medicine and Public Health and the School of Pharmacy, the School of Nursing collaborates with scientists and renowned researchers across the UW-Madison campus, the nation, and the world. The school’s research is translational in nature and grounded in practical application – the work being done has immediate impact on Wisconsin’s communities, hospitals, clinics, schools, and homes.

The School of Nursing is led by Dean Linda Scott and its development efforts are led by an advancement team that oversees development, alumni relations, and communications efforts for the school. The development professional hired into this position will be a member of the School of Nursing advancement team and will be instrumental in the school’s fundraising efforts. Philanthropy has been a major priority for the school over the years and the results have been significant. Donors to the school have supported its students, faculty, and various significant and innovative initiatives, and these private gifts have allowed the school to advance its mission both at the UW and throughout the world. The School of Nursing’s philanthropic focus is to identify private support for faculty, students, and the numerous programs and projects within the school that need funding. In 2024, the school will celebrate its centennial – 100 years of preparing nurses for the future of care. The centennial celebration provides a unique development opportunity to qualify, cultivate and solicit philanthropic support that will significantly enhance the school’s future as a leader in the nursing profession.

The Associate Director of Development will work in a collaborative effort to accomplish the following objectives:

**Primary responsibilities include:**

* Working with the Dean and the advancement team to advance the key philanthropic priorities of the school;
* Identifying and qualifying new prospects (major gift, planned gift and leadership annual gift) in the areas of student support, educational innovation, faculty support, research and innovation;
* Cultivating and soliciting prospects for philanthropic support of the school’s priorities, and to develop and initiate strategies to enhance donor stewardship;
* Working with colleagues on major gift strategies and referrals;
* Assisting with strategic events and special projects;
* Developing and maintaining effective internal and external communications;
* Working collaboratively with the Director of Development and advancement team to further engage the School of Nursing Board of Visitors

**Administrative**

* Report/record/document development activity and results;
* Collaborate on writing of Memoranda of Agreement (MOAs) as necessary;
* Manage travel arrangements and calendar for self;
* Use a computer for communicating via e-mail, writing, researching prospects, completing reports, etc.

**General**

* Communicate effectively and meaningfully with individuals in diverse settings using a range of techniques including face to face, telephone, email and written correspondence;
* Build and maintain effective working relationships at all organizational levels - colleagues, dean, campus faculty and staff, donors, volunteers and others;
* Understand and access resources within WFAA to support the fund development process, e.g., research, planned giving, real estate, accounting, investments;
* Plan and prioritize work, using time and other resources effectively to maximize desired outcomes;
* Demonstrate strong initiative and attention to detail;
* Available for some evening and weekend work;
* Attend WFAA and School of Nursing meetings for development staff;
* Travel as necessary for alumni, donor and prospect meetings and events;
* Have a knowledge of and appreciation for UW-Madison and the School of Nursing mission, history and goals.

**Qualifications:**

* Minimum of a bachelor’s degree;
* Excellent oral, written, interpersonal, analytical and organizational skills required;
* Appreciation of the vital role played by School of Nursing and an interest in promoting its programs as well as an ability to work effectively with university officials and prominent alumni and donors;
* Ability to articulate the case for private support with sufficient effectiveness so that individuals understand the vision and strategy of the school and choose to invest in the vision;
* Self-directed, entrepreneurial, ability to work independently, and as a member of an effective development team;
* Experience and demonstrated success in fundraising or related activities;
* Ability to meet travel requirements

The Associate Director of Development reports to a Managing Senior Director of Development at the Wisconsin Foundation and Alumni Association. This is a full-time position involving travel. We offer a competitive salary and an excellent benefit program.

To apply, please submit cover letter and resume in a single attachment to:  
<https://workforcenow.adp.com/jobs/apply/posting.html?client=uwfound&ccId=19000101_000001&type=JS&lang=en_US>

Please contact Human Resources if you have any questions at [hr@supportuw.org](mailto:hr@supportuw.org). Application deadline is **August 6**.

Mia Kahl

Human Resources

Wisconsin Foundation and Alumni Association

[hr@supportuw.org](mailto:Mia.Kahl@uwfoundation.wisc.edu)

The Wisconsin Foundation and Alumni Association is an Equal Opportunity Employer

\*The Wisconsin Foundation and Alumni Association is the “doing business as” name of the merged organization comprising the University of Wisconsin Foundation (www.supportuw.org) and the Wisconsin Alumni Association (www.uwalumni.com), whose legal corporate name is registered as the University of Wisconsin Foundation.